

## Examination Re-Sit or Deferral Form

*Bookings close 6 weeks before each examination date*

**1. Please indicate which date you will be sitting the examination (Please tick ONLY ONE date):**

- 7 February 2019
- 2 May 2019
- 8 August 2019
- 7 November 2019

**2. Please indicate the centre you wish to sit your examination at (Please tick ONLY ONE centre):**

- Belfast
- Birmingham
- Bristol
- Edinburgh
- Leeds
- London
- Manchester
- Nottingham
- Southampton
- Overseas \_\_\_\_\_ (Please indicate centre)

**3. Please indicate which unit you will be sitting (Please tick ONLY ONE option):**

- Overall qualification examination (£148 + VAT)
- Or only\***  Unit 3-1: Understanding the legal and ethical responsibilities for in-house recruitment (£75 + VAT)
- Or only\***  Unit 3-2: Understanding personal development and performance (£75 + VAT)
- Or only\***  Unit 3-3: Understanding relationship management for in-house recruiters (£75 + VAT)
- Or only\***  Unit 3-4: Understanding candidate sourcing (£75 + VAT)
- Or only\***  Unit 3-5: Understanding candidate selection (£75 + VAT)
- Or only\***  Understanding the candidate experience (£75 + VAT)

*\* In the case of a single unit re-sit, you are only permitted to re-sit ONE unit per examination date. If you need to re-sit more than one single unit, you will need to use additional re-sit forms and select different dates.*

**4. Your student details (To be completed in BLOCK CAPITALS):**

FULL NAME: \_\_\_\_\_ Member Number: \_\_\_\_\_

*(Please ensure the above details match the ID you will be presenting at the examination venue)*

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address where to send results/certificates: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

*If you have any special/ medical requirements with regards to attendance of the examination, please contact us no less than 6 weeks in advance of your examination day to discuss.*

# REC Level 3 Certificate in In-house Recruitment



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## 5. Payment details:

Overall examination fee: **£148 + VAT\* (Total £177.60)** – Single Unit examination fee: **£75 + VAT\* (Total £90)**

I wish to pay the fee of £\_\_\_\_\_ by:  Credit/Debit Card  Cheque: payable to 'REC'

Cardholder's name: \_\_\_\_\_ Card number: \_\_\_\_\_

Exp. date: \_\_\_\_\_ Start date: \_\_\_\_\_ Issue number: \_\_\_\_\_ Security digits: \_\_\_\_\_

Billing Name: (please print) \_\_\_\_\_ Member Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

This form should be returned to the REC by post/fax/email with payment:

Post: REC, IRP Qualifications, Dorset House, First Floor, 27 – 45 Stamford Street, London, SE1 9NT

Fax: +44 (0)20 7935 4112

Email: [info@rec-irp.uk.com](mailto:info@rec-irp.uk.com)

### REC Examinations Re-sit/Deferral Terms & Conditions

\*VAT of 20%

Full payment must be received with the booking in order to confirm.

Once payment has been received a receipted invoice will be sent. Confirmation and Joining instructions for the examination will be sent approximately two weeks prior to the examination date.

Should you cancel your examination booking no refund will be issued. Should you defer the examination date you will be liable to pay the full price of both dates.

The REC will make every attempt to run examinations at all the published examination venues; however, we reserve the right to alter examination venues if numbers are too low to sustain the examination. In these circumstances all efforts will be made to contact the students well in advance of the date and we will attempt to make alternative arrangements.

These terms and conditions are fixed and final.

Please sign and date below to indicate you have read and accept these T&Cs:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employers often request that we send them their employees' results. We do not automatically do this but will send your results to your employer if they request that we do so. If you do NOT consent to your employer receiving your results, please tick here**